

**Commission**  
**EARLY CAREER COMMITTEE**  
**COUNCIL ON LIFESTYLE AND CARDIOMETABOLIC HEALTH**

- Purpose:**
- To involve trainees / postdoctoral students / recently trained individuals in activities related to the council, e.g., nutrition, physical activity and exercise, behavior, diabetes, obesity and metabolism.
  - To expand the diversity of the council.
  - To reinforce interest in CVD prevention as a career path, particularly as it relates to lifestyle and the interests of NPAM Council.
  - Identify early career council members from diverse backgrounds to participate in other Council committees
- Reports To:** Council Chair and Leadership Committee.
- Committee Membership:** The Committee shall be comprised of an Advisor and up to 9 members, one of whom will be Chair. The Advisor will be an active senior participant in the Nutrition, Physical Activity and Metabolism Council. The Chair will be selected by the members.
- Selection of Members:** Members shall be chosen using an application process, facilitated by a small task force from the Leadership committee.
- The applicant will provide a personal letter, letter of recommendation and CV.
- Terms of Service:** Members shall serve two-year terms. Terms shall be staggered for continuity.
- Member Commitment:** The Committee shall meet via teleconference 3-4 times per year, and will meet face-to-face at the NPAM Spring conference. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.
- Committee Responsibilities:**
- Serve on other AHA Lifestyle Council Committees
  - Liaison as needed to other AHA Councils' committees
  - Pursue activities that benefit early career persons at various levels. Examples:

- Develop a website within the main council page devoted to Trainee issues
- Mentoring trainees
- Create Job search network
- Create a reading list of seminal papers of interest to trainees
- Early career development support
- For members who are beyond training stage:
- Provide special insight as a recently trained committee member
- Support Connection Corner at the Annual Meeting
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting

### **Benefits of Participation**

- Become familiar with AHA Leadership structure and activities of the Council at an early career stage
- Develop a credential for career advancement

### **Chairperson's Responsibilities:**

- Attend Leadership Committee meetings and present Committee report at Spring and Fall Conference meetings.
- Supervise the members
- Work with AHA staff to set meeting dates and times.
- Lead discussions at meetings and monitor activities.
- Review minutes of Committee meetings.
- Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects.
- Assign responsibilities as needed.
- Assist in selection of committee members

### **Advisor's Responsibilities:**

- Supervise activities of the committee and assist in directing project selection
- Preside over Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the

Chair.

- Direct selection process for committee membership

**Recommended Timeline:**

- Winter/Spring: Meet to develop annual plan and budget.
- Spring: Present proposed annual plan to Leadership Committee for approval and recommendations. Leadership Committee meetings are held on the Saturday prior to AHA's Scientific Sessions and during the Council's Annual Conference.
- Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- Fall: Present report to Leadership Committee and ask for recommendations.